

IDAHO EMERGENCY COMMUNICATIONS COMMISSION

OFFICIAL MINUTES

June 2, 2005

A meeting of the Idaho Emergency Communications Commission (IECC) was held on this date in the West Conference Room, Joe R. Williams Building, Boise, Idaho. Chairman Nancolas called the meeting to order at 1:10 p.m.

Members Present:

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
Greg Vickers, Idaho Emergency Medical Services Association
Matt Beebe, Commissioner, Canyon County Commission (arrived at 2:00 p.m.)
R. David Moore, Blackfoot Police Chief, Commission Treasurer
Teresa Baker, Ada County Prosecutor's Office
Clint Berry, Qwest, Boise
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services (EMS) (departed at 2:00 p.m.)
Ben Estes, Retired Chief, Pocatello Fire Department
Ann Cronin, Special Assistant, Idaho State Police (ISP), Commission Secretary
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member

Members Absent:

Rich Wills, State Representative and Commission Vice-Chairman
Bill Bishop, Director, Bureau of Homeland Security (BHS)
Gary Aman, Owyhee County Sheriff
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene

Others Present:

Joe Roche, Department of Administration (ADM)
Rich Elwood, Department of Administration
Rick Thompson, Department of Administration
Nathan Bentley, Department of Administration
Lex Rutter, Department of Administration
Bart Hamilton, Ada County Sheriff's Office
Les Shadduck, Ada County Sheriff's Office
Trish Stack, Governor's Office

Sandy Harris, Statewide Interoperability Executive Council
Scot Maring, Department of Administration
Unknown caller, City of Kimberly (via telephone)

Approval of Agenda

MOTION: Commissioner Moore moved and Commissioner Estes seconded that the meeting agenda be accepted. The motion passed unanimously.

Approval of Minutes

MOTION: Commissioner Estes moved and Commissioner Vickers seconded that the Commission approve the minutes of the May 4, 2005 Idaho Emergency Communications Commission meeting as written. The motion passed unanimously.

Financial Reports

Operating Budget

Mr. Rick Thompson, ADM's Internal Management Systems Administrator, reported that as of the end of May, the Commission had spent \$7,100.47 of its Fiscal Year (FY) 2005 budget with the majority of the expenses going towards meeting expenses. He also stated that during the month of July the ADM will be making its normal overhead allocations for the different programs in the department for the upcoming FY06 budget and that it would probably be reflected in the August financial statement.

The **Estimated Sources and Uses Fund** Statement and the **Revenue** Statement, he said, illustrate that the total amount received to date from county assessments is \$64,027.76, and in addition, the Bureau of Homeland Security paid \$2,539 towards expenses. The amounts shown for the 1st and 2nd quarters are actual amounts. The amounts shown for the 3rd quarter reflect through the end of May. As of May 31, 2005, the total amount of money in the bank is \$59,467.

During discussion, Commissioner Moore stated that the amount of money received from some of the counties seemed low and that the estimated amounts due from some of the counties seemed low. The issue of whether the dollar amounts are accurate and correct was raised. Chairman Nancolas stated that the only current enforcement is that each county certifies that the amount submitted is valid. After discussion of audits and accountability, it was agreed that Commissioner Moore would do more research and provide a report in July or August. If he finds a discrepancy, then the Commission can consider the next steps to enforcement.

MOTION: Commissioner Gainor moved and Commissioner Moore seconded that the financial report be accepted. The motion passed unanimously.

Rules for Distribution of Funds

Commissioner Gainor presented the draft Rules for Distribution of Funds as prepared by the subcommittee (Commissioners Gainor, Baker, and Guilfof). She also clarified that these rules only address the 1% emergency communications fees placed in the fund pursuant to section 31-4818, Idaho Code. Other funds may have their own criteria. Commissioner Baker added that the Grant Cycle dates were selected based on county budget cycles.

After general discussion and review of the draft rules, the following guidance was given by the Commission to the subcommittee:

- A consolidated dispatch center (Center) is one that is authorized to collect 911 fees.
- A qualification to receive funds should be based on whether a Center is collecting 911 fees or not. We should help those who are helping themselves.
- The amount of the fee collected (authorized up to \$1.00) should be a weighted value.
- Only one (1) grant application can be received from a Center per grant cycle.
- A Center can submit an application each grant cycle.
- Application Equipment – A Center having no equipment should receive maximum points. A Center having old equipment should receive fewer points than a Center having no equipment, but more points than a Center having newer equipment.
- Anticipated Use – Call volume should be based per capita.
- Volunteers – This criterion should be omitted, as well as the definition of volunteers.
- Narrative – This criterion should be weighted more to allow the process to be more subjective.

Commissioner Gainor felt that this guidance was adequate to allow the subcommittee to make the changes in anticipation of final discussion at the next meeting. Following approval of the rules, the next step will be to design an application and guidelines.

Needs Assessment Survey

Les Shadduck, Ada County Sheriff's Office, presented an update on the Dispatch Center Profile survey. Responses have been received from most of the forty-four (44) counties, SIRCOMM, and the six (6) cities with dispatch centers, and he is working on getting the remaining responses. Much usable information has been received to date and Mr. Shadduck will have the information put into an Excel spreadsheet and an Access database for presentation at the next meeting.

Mediation Discussion

Chairman Nancolas began by giving a recap of the mediation actions to date. Commissioner Guilfof then reviewed a draft letter of findings prepared from notes by the ad hoc committee (Commissioners Nancolas, Moore, Vickers, and Gainor). The proposed findings had four (4) recommendations as follows:

- The city of Kimberly (Kimberly) and the city of Buhl (Buhl) (collectively, the cities) should contribute to SIRCOMM in accordance with a prescribed formula.
- The formula should be based on population not call volume.

- Twin Falls County and the cities should document their agreement with regard to payments by Kimberly and Buhl.
- The agreement referenced above should address, at least, the following issues:
 - The amount of payment and the formula used to calculate such payment amounts;
 - The process for making any changes to such formula;
 - A process by which Twin Falls County obtains input from the cities with regard to the SIRCOMM budget and other SIRCOMM-related governance issues.

Commissioner Vickers then reviewed an example formula that could be used to initiate discussion between the parties so that together they can come to an agreement on a fair solution.

Recommended changes to the letter were as follows:

- A reference to the rules should be added;
- Add clarity that 911 funds are not to be used for salaries “of dispatchers;”
- Add clarity that Twin Falls should be Twin Falls “County;”
- Address letter also to Twin Falls County Commission;
- Add clarity to the example formula by adding information from the PowerPoint presentation by Commissioner Vickers.

MOTION: Commissioner Moore moved and Commissioner Beebe seconded that the noted changes be made and the letter finalized. The motion passed with Commissioner Estes dissenting.

GIS Grant Application Update

Nathan Bentley, State GIS Coordinator, presented an update on the status of the grant application that the Commission voted to sponsor at its March meeting. He reported that a letter had been received from the Bureau of Homeland Security (BHS) authorizing the IECC to expend \$18,000 in State Homeland Security Grant Program funds to convert Idaho National Agriculture Imagery Program Digital Orthophoto Quadrangles to support county 911 centers or Public Safety Answering Points (PSAPs) statewide. Mr. Bentley also stated that none of the money had been spent as of this date since the final information to be converted had not yet arrived into the state.

During discussion, the issue of the IECC’s involvement in selecting the contractor was raised. It was decided that the ADM should take the necessary steps to select a contractor and then present this information to the IECC for final approval.

Review Action Items/Next Steps

A list of action items, consolidated at the Commission’s initial meeting, was reviewed. Chairman Nancolas noted that once the survey is implemented, and the analysis complete, many of the items listed on the action list would also be accomplished. Commissioner Cronin suggested one item, “Fee collection vs. ECC assistance,” had been completed. The IECC concurred and the item is to be lined through on the list.

New Business

Future Meeting Coordination

MOTION: Following discussion, Commissioner Cronin moved and Commissioner Berry seconded that the July 7th and August 4th meetings be held in Boise and that Commissioner Moore would work on scheduling a location in Southeast Idaho for the September meeting. The motion passed unanimously. The July 7th and August 4th meetings are scheduled to begin at 1:00 PM in the West Conference Room, Joe R. Williams Building, 700 West State Street, Boise.

Other new business

Commissioner Cronin stated that she would be attending the National Emergency Number Association (NENA) conference in California June 25-31. As part of this conference, the National Association of State 9-1-1 Administrators (NASNA) will have a one-day meeting. Commissioner Cronin will email the agenda of the NASNA portion to the IECC members in case anyone has any special interests or input for her.

Commissioner Cronin also pointed out that the Statewide Interoperability Executive Council (SIEC) regularly has the IECC on their meeting agenda and asked if we should reciprocate.

MOTION: Commissioner Estes moved and Commissioner Vickers seconded that time be allotted on future agendas to receive updates from the SIEC. The motion passed unanimously. Following discussion, Chairman Nancolas also appointed Commissioner Cronin to be the IECC's liaison to the SIEC.

Open Comment Period

There were no open comments from the public at large.

Adjournment

MOTION: It was moved by Commissioner Baker and seconded by Commissioner Beebe to adjourn the June 2, 2005 Idaho Emergency Communications Commission meeting at 3:50 p.m. The motion passed unanimously.

Mayor Garret Nancolas, Chairman
Idaho E911 Emergency Communications Commission

Scot R. Maring, Administrative Assistant
Department of Administration

Addendum: Commission Progress on its Prioritized Activities

Funding

~~Portion of 1% to be assessed (4 votes)~~
How to fund the “have-nots” (2 votes)
Sub-optimize by city?
~~Grant funding resources~~
~~Commission (ECC) funding/budget (1 vote)~~
Recommendation/advice on E911 spending
(ECC needs to decide scope)
Proactive to fund more than systems
(e.g. services, training, implementation)
(How will Title 31 money be used)
~~Federal funds application process~~
~~(track, assess, audit, measure)~~
Fee collection vs. ECC assistance
(City must vote in fees)
Statewide E911 procurement contracts
(Mutual needs buying power)
Conduit for funding

Systems

Scope of system—ECC role (equip, people)
Money for infrastructure
System implementation
(technical issue, project management)
Technical resources
Who defines architecture, and how do we
use and leverage systems
Need to understand baseline (education)
Identify technical resources & leverage
Regulate and consolidate systems
System interoperability standards
Business continuity—backup/recovery
Standards to engage vendors
Define minimum standards for system,
vendors (including purchasing)
Standards for a consolidated emergency
communication system

Evaluation/Assessment

What is the baseline by County (as-is) (5 votes)
Leverage Office of Disaster Preparedness survey
Evaluate current standards
Recommend model – performance indicators
Establish “to-be” baseline

Governance

~~Cooperation—PSAP representation~~
~~Know statutory responsibilities (1 vote)~~
~~ECC by laws, committees (10 votes)~~
~~Guidelines for operations~~
Define level of mediation funding
Recommend model org. structure
ECC focus on all areas
(Clearinghouse for E911 assistance)
Long-term vision
(systems, organizations, processes)
Short-term tactical plan
~~ECC statewide representation~~
~~Acquire wireless representative member~~
~~Mediation Standards/Criteria~~
ECC staff support (1 vote)
Stay focused on mission
Rules for distributing moneys

Education/Information

~~How will the 1% assessment be used~~
E911 need for money, improvements
Promote cohesive, solidarity,
interoperability, statewide cooperation
SIEC et. al.--standard definitions
Communicate—who’s doing what?
Message: consolidate, coordinate,
funding, standards, leverage, etc.
May conflict with autonomy.
~~Tech. Educ. of ECC members (9 votes)~~